

MUNICIPAL ORDER 14-2026

A MUNICIPAL ORDER AUTHORIZING THE MAYOR TO EXECUTE A MEMORANDUM OF AGREEMENT WITH OWENSBORO COMMUNITY AND TECHNICAL COLLEGE, DAVIESS COUNTY FISCAL COURT, THE CITY OF HENDERSON, AND THE CITY OF MADISONVILLE TO COLLABORATIVELY OFFER COURSEWORK FOR THE EMERGENCY MEDICAL TECHNICIAN (EMT) CERTIFICATE.

WHEREAS, the City of Owensboro, Kentucky through its Owensboro Fire Department, Daviess County Fiscal Court through its Daviess County Fire Department, the City of Henderson, Kentucky through its Henderson Fire Department, and the City of Madisonville, Kentucky through its Madisonville Fire Department desire to collaborate with Owensboro Community and Technical College (OCTC) to provide coursework for their employees for an accelerated Emergency Medical Technician (EMT) Certificate, which program will better meet the need for emergency medical technicians in the area; and

WHEREAS, the Parties now seek to enter into a Memorandum of Agreement to establish the terms and conditions for their collaboration in providing coursework for the accelerated Emergency Medical Technician (EMT) Certificate program.

NOW, THEREFORE, BE IT ORDERED BY THE CITY OF OWENSBORO, KENTUCKY, AS FOLLOWS:

Section 1. That the Mayor of the City of Owensboro, Kentucky, be, and he hereby is, authorized and directed to execute a Memorandum of Agreement by and between the City of Owensboro, Kentucky, Daviess County Fiscal Court, the City of Henderson, Kentucky, the City of Madisonville, Kentucky and Owensboro Community

and Technical College, for the purpose of collaboratively providing coursework for the Emergency Medical Technician (EMT) Certificate. A copy of the Memorandum of Agreement is attached hereto and incorporated by reference herein.

Section 2. That the Mayor, City Manager and other city staff be, and they hereby are authorized to execute any and all other agreements, instruments or documents necessary and appropriate to effectuate and implement the purpose of the Memorandum of Agreement.

INTRODUCED, PUBLICLY READ AND FINALLY APPROVED ON ONE READING, this the 21st day of April, 2026.

Thomas H. Watson, Mayor

ATTEST:

Beth Davis, City Clerk

MEMORANDUM OF AGREEMENT
BETWEEN OWENSBORO COMMUNITY
AND TECHNICAL COLLEGE
DAVIESS COUNTY FISCAL COURT
THE CITY OF OWENSBORO, THE CITY OF MADISONVILLE, AND
THE CITY OF HENDERSON

Purpose: The intent of this Memorandum of Agreement is to develop an arrangement resulting in Owensboro Community and Technical College (OCTC), Daviess County Fiscal Court through its Daviess County Fire Department (DCFD), the City of Owensboro through its Owensboro Fire Department (OFD), the City of Madisonville through its Madisonville Fire Department, and the City of Henderson through its Henderson Fire department (HFD) collaboratively offering the coursework for the Emergency Medical Technician (EMT) Certificate. The goals of this agreement are to (1) support the community by meeting workforce EMT needs and (2) offer an accelerated delivery of OCTC's Emergency Medical Technician Certificate to employees at DCFD, OFD, and HFD. The program will be delivered at Owensboro Community and Technical College's Southeastern Campus, 1901 Southeastern Parkway, Owensboro, KY 42303.

Now, therefore, this Memorandum of Agreement, effective May 1, 2026, is made between Owensboro Community and Technical College (OCTC), Daviess County Fiscal Court (DCFD), The City of Owensboro (OFD), The City of Madisonville (MFD), and The City of Henderson (HFD).

I. Criteria

The following criteria establish the parameters of the accelerated delivery of OCTC's Emergency Medical Technician Certificate:

- Cohort students must be current DCFD, OFD, MFD, or HFD employees.
- Cohort may not exceed 15 students
- Cohort will meet at the instructional site located at Owensboro Community and Technical College's Southeastern Campus, 1901 Southeastern Parkway, Owensboro, KY 42303.
- Upon completion of all academic requirements, students will be eligible to receive OCTC's Emergency Medical Technician Certificate from OCTC.
- Upon successful completion of the program each student will be eligible to sit for the National Registry of Emergency Medical Technicians (NREMT) Exam.

II. Accreditation Requirements

To maintain federal, state, and programmatic requirements the following expectations must be adhered to by all parties:

A. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) requires:

- Prior to instruction, all instructional staff must supply a resume, applicable certifications, and an official transcript for approval.
- Instructional staff must work with the Program Coordinator to maintain program and student learning outcomes.

B. Students and Instructional Staff are to abide by all applicable KCTCS, KBEMS, OCTC, SFRT, and program policies or regulations, including but not limited to the KCTCS Code of Conduct, Program Student Syllabus, etc.

- KBEMS regulations regarding Emergency Medical Technician education found here: <https://apps.legislature.ky.gov/law/kar/202/007/301.pdf> and here: <https://apps.legislature.ky.gov/law/kar/202/007/601.pdf>

- Student Code of Conduct found here: <https://kctcs.edu/current-students/academic-resources/code-of-student-conduct.aspx>
- Program Student Syllabus posted on Blackboard.

III. **Commitments of OCTC**

To ensure students and partners are adequately supported as a part of this initiative, OCTC commits to:

- Assist with all applicable enrollment, financial aid, and graduation processes.
- Afford program students all support services offered by OCTC.
- The EMT Program Coordinator (PC) will develop and administer Blackboard coursework, develop and/or assign high-stakes exams, and oversee all aspects of didactic, skill lab, and field education.
- The EMT PC will provide templates for syllabi, coursework, etc.
- The EMT PC will work closely with the lead and other instructional staff to assure compliance with didactic, skill lab, and clinical/field experience requirements.
- The EMT PC and Medical Director will participate in the various aspects of student education.
- The EMT PC and Medical Director will be available to consult with students during respective office hours, posted on Blackboard, as well as by appointment.
- PC will ensure that students and affected instructional staff receive training in the use of skill tracking and clinical/field experience software.
- Provide Microsoft software to instructional staff/students.

IV. **Emergency Medical Technician Program Requirements**

To maintain a quality Emergency Medical Technician program, DCFD, OFD, MFD, and HFD agree to the following academic, clinical, and field expectations:

A. Academic

- Blackboard will be utilized as the learning management system for the didactic courses.
- Lab skills, scenarios, clinical patient contacts documentation, and high-stakes exams completed in program-approved skill tracking and testing software.
- Grades will be calculated as described below, this information will be included in the course syllabi:
 - High-stake exams – 50%
 - Review exams – 30%
 - Homework – 10%
 - Affective – 10%
- Grade policy will be described in course syllabi as follows:
 - A = 94-100
 - B = 86-93
 - C = 79-85
 - D = 72-78
 - E = below 71 (Failing)
- Attendance policy as described in course syllabi as follows:
 - Students are allowed 1 excused absence per course without penalty
- The textbook used will be consistent with OCTC program cohort(s).
- Instructional staff must hold KBEMS EMT Educator (or higher level) credential.
- Proctored quizzes (weekly) and high-stakes exams (end of module(s) and end of

program) will be administered by instructional staff. For these, students will need a personal laptop/device, or access to a computer lab.

B. Clinical and Field Requirements

- Students are required to maintain student liability insurance through OCTC. Students are encouraged but not required to carry personal liability coverage.
- Instructional Staff will notify PC of clinical sites and ensure OCTC MOA is signed for each site.
- Students and Instructional Staff shall follow the terms of college/facility MOA and all applicable policies and regulations of the host agency (hospital, clinic, EMS, etc.).
- Students and Instructional Staff shall wear ID badges identifying as students or instructors of the program and follow the dress code for the clinical site or agency.
- Students and Instructional staff shall provide proof of all facility/agency required legal documents (background check, annual drug screen, vaccination record or titers, TB skin test, etc.).
- Student clinical and field shifts shall be approved in advance by the receiving facility, coordinated with other OCTC EMT and paramedic cohorts, and scheduled in the data management system by faculty or instructional staff.
- Students assigned to clinical or field shifts must be off duty or not subject to call. Students can be paid during this time but must remain in the student role.
- Field internship shifts must be scheduled with EMS agencies providing patient transport to approved healthcare facilities/agencies.

V. Associated Costs

A. Student Tuition

- OCTC will charge DCFD, OFD, MFD, and HFD cohort students the published state-wide dual credit rate (currently 50% of the regular tuition rate) for the MOA-driven Emergency Medical Technician course. OCTC will waive the remaining 50% of tuition and applicable fees. OCTC will pay the KCTCS Fire Commission 100% of tuition received from the initiative.
- Students not enrolled in the MOA-driven Emergency Medical Technician program will not be subject to the reduced tuition rate.
- Student liability insurance, fees, books, etc. are the responsibility of the student and/or employer.

B. SACSCOC Fees

- OCTC will pay SACSCOC expenses incurred for an additional instructional site if needed.

C. Other Related Costs

DCFD, OFD, MFD, and HFD will be responsible for:

- Employee payment for any employee-student working/participating in the cohort.
- Cover the KBEMS course application fee for each cohort
- Schedule classes within the established and published KCTCS/OCTC semester dates.

DCFD, OFD, MFD, and HFD, or students are responsible for providing a computer to meet class requirements.

VI. Agreements of All Parties

- OCTC, DCFD, OFD, MFD, and HFD agree to monitor the program site for the mutual success of students and the community.
- Any published materials regarding this Agreement must be approved by OCTC.

VII. Amendments

This Agreement may be amended by the agreement of all parties at the end of each academic semester as deemed necessary. All amendments must be in writing and signed by all parties to be effective.

VIII. Renewal

This Agreement will be reviewed for the possibility of renewal on an annual basis.

IX. Cancellation

Any party may cancel this AGREEMENT at any time for cause or may cancel without cause upon written notice of 30 days.

[No Further Terms & Conditions. Signature Page to Follow]

The terms of this agreement are agreed to and accepted by the following representatives of the four parties:

Scott Williams, President
Owensboro Community and Technical College


Date

Jimmy VanCleve
Kentucky State Fire Rescue Training Coordinator

Date

Dinah Chapman
Emergency Medical Technology Program Coordinator
Owensboro Community and Technical College

Date



Charlie Castlen
Daviness County Fiscal Court

4-16-26

Date

Thomas H. Watson, Mayor
City of Owensboro

Date

William Buzzy Newman
City of Henderson

Date

Jason Eli, Fire Chief
City of Madisonville

Date